



Minutes of the NOAA Small Boat Safety Board Meeting

June 8, 2006

Conference Call and On-line Meeting



Board members present:

- Mark Miller (SBSPC)
- Paul Parsons, Safety & Security Division Chief
- LCDR Douglas Schleiger, NMFS (NW Region)
- Don McMillan, NMFS (NE Region)
- Dennis Thaute, OLE
- Wayne Hoggard, NMFS (SE Region)
- LT Daniel Price, Small Boat Engineer – East Coast
- Dana Wilkes, NOS
- Richard Patana
- Dennis Donahue, OAR

Contractors present:

- Nico Corbijn, BMT Designers & Planners, Inc. PM

Board members not present:

- Sylvester (Jack) Burks, Fleet Inspection Office
- John Shanahan, CA Officer (facilities)
- LT Jeremy Adams, NMAO (former SBSPC)

Agenda Items discussed:

1. Review and approve minutes of the last Small Boat Safety Board meeting (May 11th, 2006)

Meeting opened at 1.10PM (ET) / 10.10AM (PT). Minutes from the previous meeting were approved without comments. Minutes will be distributed by SBSPC to interested parties and also will be posted on the Small Boat website.

2. Inspection checklists for final review and approval (as discussed 05-11-06 item 4)

A discussion ensued regarding the inspection checklists as developed by Lt. Dan Price and distributed by the SBSPC. Initially, the discussion focused on some particular areas of the checklists, such as minimum requirements for pyrotechnics and additional requirements for EPIRBs. The SBSB decided to leave the checklist as is and distribute to the fleet for use during the annual evaluations.

It was decided that if significant changes to the checklist were necessary, the SBSB would review these and reissue the checklist. For minor changes, the SBSB would present the small boat community periodically with a new evaluation form.

The SBSPC was tasked by the SBSB to provide a cost analysis comparing the use of third party resources (inspectors) versus hiring (a) dedicated small boat inspector(s) to conduct the triennial Class A, Class I and Class II inspections.

3. Update on NAO 209-XXX and PFD policy.



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The SBSPC reported that not much had changed since the last SBSB meeting. He mentioned that the NAO would be reviewed, taking into consideration recent comments by the NAO approval committee on the Aviation NAO.

4. Review strategy of the NOAA Small Boat Policy (NSBP)

a. General

It was decided that the SBSB should convene in persons for a meeting (at a location yet to be determined) on August 15th and 16th, 2006. The purpose of the meeting will be to prepare a first draft of the NSBP. The SBSPC will organize this meeting.

Line Offices, by means of the SBSB-members for each office, were asked to review the current version of the NSBP and provide comments to the SBSPC coordinator no later than July 25th, 2006. The SBSPC will collate and categorize all responses and present these to the SBSB no later than August 8th for review.

b. Flotation Devices: Should the PFD policy be part of the NAO or the NSBP?

The SBSB voted to include the PFD policy as an appendix to the new NSBP.

c. Inspection criteria: Should these be part of the NSBP?

The SBSB voted to include the inspection criteria as an appendix to the NSBP.

5. Progress on Training Course:

a. Assessment of OLE Practical Qualification Standards (PQS) (as discussed 05-11-06 item 3.a.)

The SBSPC reported that the OLE PQS was sent out to the members of the SBSB, but that no comments were received to date. It was decided that the SBSB members would provide the SBSPC with comments before the next SBSB meeting in July.

b. Other items relating to Training Course.

No other progress was reported regarding the Training Course and the curricula.

6. Small Boat Website

Dan Price reported that he had reviewed most of the Small Boat Website for broken hyperlinks and content applicability. The SBSPC requested that he forward his list of findings directly to Carol Baldwin for action.

7. Review and update of Plan of Action and Milestones – attached to this message.

The POA&M was discussed and updated according to progress made. Additional items were added. The updated POA&M as of June 8th, 2006 is included:



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Small Boat Safety Program Plan of Actions and Milestones (UPDATED: June 8, 2006)			
Actions	Milestones	Due Dates	Responsible
NAO 209-XXX Completed: 70%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB
	Submission of final version to Paul Parsons	03/31/2006 – Done	Voting members of SBSB Nico Corbijn
	Paul Parsons / NAO board review	07/01/2006	Paul Parsons
	SBSB Review and return with comments	08/01/2006	SBSB
	NAO board final review	10/1/2006	Paul Parsons
Personal Flotation Devices Policy Completed: 70%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB
	Submission of final version to Paul Parsons	03/31/2006 - Done	Voting members of SBSB Nico Corbijn
	Paul Parsons / Policy board review	07/01/2006	Paul Parsons
	SBSB Review and return with comments	08/01/2006	SBSB
	Policy board final review	10/1/2006	Paul Parsons
NOAA Small Boat Policy (NSBP) Completed: 40%	Completion of first draft		SBSB Committees Nico Corbijn
	Review of policy	7/25/2006	Line Office
	Collate comments	8/7/2006	SBSPC
	Meeting to discuss policy	8/15-16/2006	SBSPC
	Submission of first draft	10/2006	SBSB
Operational Risk Assessment (ORA) Completed: 50%	Draft version of ORA Form presented to SBSB	04/28/2006 - Done	Wayne Hoggard
	ORA Form Review by SBSB	05/5/2006 - Done	SBSB / SBSPC
	Field testing of ORA Form and instructional documentation	07/7/2006 - Done	Line Offices



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Small Boat Safety Program Plan of Actions and Milestones (UPDATED: June 8, 2006)

Actions	Milestones	Due Dates	Responsible
	Field testing results of ORA Form reviewed by SBSB	08/01/2006	SBSB / SBSPC
	Final version of ORA Form promulgated to SB Fleet for implementation	09/01/2006	SBSB
Operator Training Course Completed: 50%	Provide content for USCG Aux. Boating Skills & Seamanship (BS&S) Course to Pat Patana and Nico Corbijn	03/24/2006 – Done	John Shanahan Jack Burks
	Provide instructor and content for Team Coordination Training (TCT) course to Pat Patana and Nico Corbijn	03/24//2006 – Done	Doug Schleiger
	Provide list of Line Office Participants to Paul Parsons, Mark Miller, Jack Burks and Nico Corbijn	3/31/2006 – Done	Line Office SBSB members
	Review and Publish Course Content	4/14/2006 - Done	Pat Patana, Mark Miller, Jack Burks Nico Corbijn
	Training Operator Course	4/24 – 4/28/2006 – Done	Pat Patana, Jack Burks, John Shanahan
	Law Enforcement PQS standards distribution	5/11/2006 – Done	SBSPC Dennis Thaute
	OLE PQS review to SBSPC	7/06/06	SBSB
	Collate SBSB reviews and comments for discussion	7/13/2006	SBSPC
Small Boat Website Completed: 15%	Temporarily Disable Access to Website	Cancelled	Paul Parsons
	Website reviewed	6/01/2006 – In Progress	SBSB / SBSPC
	Website updated	7/13/06	Dan Price
	Monthly update to Website	Monthly	SBSPC
Small Boat Inspection Report (SECO) Completed: Continuous	Monthly updates provided to SBSPC	1 st of the month	Line Offices
Small Boat Inventory Completed:	Initial Fleetwide Update	6/1/2006	SBSPC



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Small Boat Safety Program Plan of Actions and Milestones (UPDATED: June 8, 2006)

Actions	Milestones	Due Dates	Responsible
	Quarterly Updates	1 st day of the quarter (Jan./Apr./Jul./Oct.)	SBSPC

8. Set time and date for next SBSB meeting.

The next monthly SBSB meeting was set for July 13th, 2006 at 1PM (ET) / 10AM (PT).

9. Closing.

Meeting closed at 3.15PM (ET) / 12.15PM (PT).